

Higher Level Teaching Assistant – Supporting and Delivering Learning Evaluated Grade

Job Description

Job Purpose
To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. To be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training
Major Tasks
• Support pupils • Support the teacher • Support the curriculum • Support the school
Contacts & Relationships
• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning • Establish productive working relationships with pupils, acting as a role model and setting high expectations • Support implementing IPMs • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils in relation to progress and achievement • Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils • Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others • Deliver out of school learning activities within guidelines established by the school • Undertake training to administer First Aid • Undertake ongoing statutory training and CPD as deemed necessary
Creativity
• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate • Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

• Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence • Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence • Administer and assess/mark tests and invigilate exams/tests • Production of lesson plans, worksheet, plans etc • Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
Decisions
• Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school
Management & Supervision
• Liaise between managers/teaching staff and teaching assistants • Hold regular team meetings with managed staff • Represent teaching assistants at teaching staff/management/other appropriate meetings
Supervision Received
Meeting on a weekly basis with class teachers
Complexity
Resources
• Organise and manage appropriate learning environment and resources • Use ICT effectively to support learning activities and develop pupils' competence and independence in its use • Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds • Advise on appropriate deployment and use of specialist aid/resources/equipment
Impact
Physical Demands
Working within a classroom environment carrying laptop or books, may on occasion be a demand for more than this, but this would not be a typical part of this job.
Working Environment

Working environment would be within the classroom. There may be the occasional exposure to conditions if travelling from classroom to classroom, or when undertaking outdoor activities.

Emotional Context

The emotional strain or distress of this post would be limited however there may be occasions when they may have contact with information which they may find upsetting. This would not be a formal part of the post and would not be dealt with by the post holder.

Other

The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

Support the Catholic ethos of the school

The post holder will be expected to actively follow Our Lady Help of Christians Multi Academy Trust and school based policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.